

RECORDS RETENTION AND DISPOSITION SCHEDULE
VDOT Specific Schedule No. 501-012: Environmental

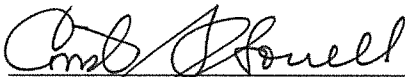
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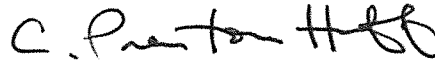
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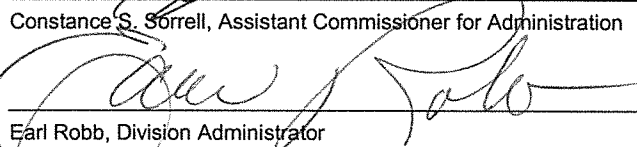
This schedule is continuing authority under the provisions of the Virginia Public Records Act 42.1-76 et seq. Code of Virginia, for the retentions and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

Agency ApprovalState Approval

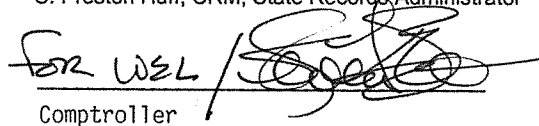
Constance S. Sorrell, Assistant Commissioner for Administration



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Comptroller



Bruce L. White, CRM, Agency Records Manager

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<u>Air Quality Reports</u> Documents the development of air quality reports for a specific traffic corridor. Reports are developed from information received from L&D (plans) and Traffic Engineering (traffic counts). These reports are generated by VCAL and incorporated into the Air Quality Report for use in conjunction with a specific project.	2319	Retain for five (5) years after project is completed, then destroy.
<u>Air Quality Studies</u> Documents the results of air quality analysis and conclusions which become the basis for projects or potential projects. The studies are based on established air quality criteria and applicable local, state and federal requirements. Information is entered into Virginia CalTran Line (VCAL) which generates a statistical analysis report.	2302	Retain for five (5) years after project is completed, then destroy.
<u>Asbestos Inspection File</u> Documents the inspection for the presence of asbestos in buildings/structures scheduled for destruction as a result of a construction project. This file may be a component part of the Environmental Project File. The record copy is retained in the Districts for thirty (30) years following the last inspection.	2187	Retain for as long as administratively useful, then destroy.
<u>Committee Files - Environmental</u> Documents Environmental Division participation on VDOT committees. Committee activities and decisions are used to update Environmental Division's procedures in the Districts.	2178	Retain for three (3) years after termination of committee, then destroy.
<u>Complaints - Pesticide/Fertilizer Use</u> Documents citizen complaints or requests for information concerning pesticides and/or fertilizers applied to VDOT's right of way.	2219	Retain for three (3) years after resolution or closure, then destroy.

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<u>Consultant Tracking Information System (CTIS) Report</u> Documents consultant expenditures. Tracks and monitors project expenses and work for each consultant staff member.	2195	Retain for thirty (30) days, then destroy.
<u>Consultants - Design Rationale Reports</u> Documents information to support the design, significance, and impact of a project. Documents the progress and actions from environmental project conception to selection of the roadway alignment.	2252	Retain for five (5) years after project is completed, then destroy.
<u>Contract Administration - Environmental</u> Documents contract work performed for Environmental Division by consultants or other contractors. Activities include, but are not limited to, air quality studies and hazardous materials site assessments. Documents the selection process and negotiations with consultants. Verifies contractor's obligations, monitors work crews, and tracks monthly payments for work accomplished.	2954	Retain for three (3) years after completion and/or termination of contract or agreement, or until audit, whichever is longer, then destroy.
<u>Cultural Resources Impact Studies</u> Identifies and documents the impact that a project may have upon cultural resources sites located within the scope of a project. Includes photographs, recommendations, and resolutions for the project. Files are retained as reference for answering inquiries from citizens, VDOT staff, and other state agencies.	2202	Retain as long as administratively valuable, then transfer to the Library of Virginia.
<u>Cultural Resources Tracking Database</u> Database tracks and monitors the daily activities of consultants working on cultural resources activities for each project to ensure schedules and deadlines are met.	2192	Retain for three (3) years after project completion, then destroy.

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<u>Environmental Impact Reports - Capital Outlay</u> Documents the review and approval process of environmental impact studies on VDOT capital outlay projects.	2208	Retain permanently within VDOT.
<u>Environmental Impact Reports - Other State Agencies</u> Documents VDOT's review and analysis of environmental impact studies prepared by other state agencies. File is maintained for reference.	2207	Retain for two (2) years, then destroy.
<u>Environmental Overviews</u> Documents environmental reviews of proposed projects. Used to track documentation required for projects affecting the environment.	2210	Retain for three (3) years after project completion, then destroy.
<u>Equipment - Aquatic Sampling</u> Documents equipment (laser level, boat, fish shocker, waders, sediment grabs, seines, etc.) used by Central Office and Districts for field work. Includes warranty information and operation books.	2250	Retain until disposition of equipment, then destroy.
<u>Highway Noise Manual</u> Documents the development and preparation of the Noise Training Manual, "Highway Noise - A Guide to Analysis and Discussion." Manuals are distributed to the Districts for their reference.	2305	Retain until superseded, then destroy.
<u>Highway Noise Training</u> Documents the training course based on the manual, "Highway Noise - A Guide to Analysis and Discussion." This course is presented to new employees and also as a refresher course when procedures are changed or revised.	2306	Retain until superseded, then destroy.

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<u>Historical Marker File</u> Documents the installation and location of historical markers in each district. Tracks and monitors the maintenance of each marker.	2163	Retain for three (3) years after removal of marker, then destroy.
<u>Identification Key - Aquatic Insects</u> Documents a baseline and provides pictures and descriptions of all aquatic insects. Used by field personnel to identify the various aquatic insects.	2243	Retain until superseded, then destroy.
<u>Identification Key - Plant Collection</u> Documents information collected to construct a listing of plants in Virginia. The list is updated as new plants are located and is used by environmental engineers and analysts in the field. The index to this key is maintained in an Access Database.	2239	Retain until superseded, then destroy.
<u>Identification Key - Tree and Shrub</u> Documents the identification of all trees and shrubs found in the State of Virginia. Contains background research and resources used to create this list. The key is used as a baseline for field personnel to identify the various trees and shrubs when conducting environmental impact studies.	2240	Retain until superseded, then destroy.
<u>Impacted Streams Historical Data</u> Documents the collection of water quality data for permit projects, delineations, endangered species, and fish and bug surveys. VDOT serves as the principal curator for the Department of Game and Inland Fisheries (DGIF). Includes information on aquatic, fish, insects, and stream bottom organisms. VDOT has monitored these streams for years and collected valuable information.	2247	Retain until transferred to the Department of Game and Inland Fisheries (DGIF).

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<u>Interagency Coordination Meetings (IACM)</u> Documents meetings held to facilitate the issuance of environmental permits. Interagency Coordination meetings (IACM) began in 1977 and reduced the administrative time required to obtain a permit.	2249	Retain permanently within VDOT.
<u>Junkyard Files</u> Documents the monitoring and status of junkyard violations and the responses or actions taken by VDOT and junkyard owners to correct or address the violations.	2183	Retain for five (5) years after close of junkyard, then destroy.
<u>Legislation - Approved</u> Documents approved legislation affecting VDOT's environmental program. Retained for reference.	2205	Retain for as long as administratively useful, then destroy.
<u>Legislation - General Assembly Bills/Impact Statements</u> Documents the review, analysis and response by VDOT staff to proposed legislation that may affect environmental issues or concerns. Tracks the status of legislation in the General Assembly.	2193	Retain for three (3) years after session, then destroy.
<u>Legislation - Zoning Ordinances</u> Documents zoning ordinances approved by a county or locality located in a District. Used to verify that signs conform to local requirements and regulations.	2176	Retain until superseded, then destroy.

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<u>Legislation and Regulation Support Files</u> Documentation used in the development of official VDOT positions or comments to proposed regulations and legislation (local, regional, state and federal). Proposed environmental regulations and legislation are identified that may affect the work done by VDOT. Official response/comments are drafted for the appropriate signature, such as the Commissioner, division manager, etc. level. Copies of all proposed regulations and legislation including drafts, proposed rules, draft bills and final laws and regulations are maintained. Files are referred to on a regular basis especially during the Virginia General Assembly sessions.	2300	Retain until superseded, then destroy.
<u>Litigation File - Environmental Issues</u> Documents court decisions of litigation cases on environmental issues and includes Virginia and U.S. Supreme Court case histories. Used to track cases currently in progress or as reference on closed cases of similar situations or decisions.	2186	Retain for five (5) years after final disposition of litigation, then destroy.
<u>Manual - Emergency Action Plan</u> Manual contains information on processes and procedures for any environmental emergency that may occur along roadways and right of way.	2217	Retain until superseded, then destroy.
<u>Manual - Landscape</u> Manual contains information on seeding recommendations, pesticides, erosion control and guidelines for planting.	2216	Retain until superseded, then destroy.
<u>Maps - Aquatic Resources</u> Copies of maps used to assist engineers and analysts in determining the level of impact and the kind of permit required. Maps include national wetland inventory maps, topographic maps, and hydrologic unit maps.	2245	Retain until superseded, then destroy.

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<p><u>Maps - Historic Cultural Sites</u></p> <p>Maps of general terrain surrounding historic cultural sites. Information from maps is significant to making informed decisions about the impact of proposed projects.</p>	2206	Retain until superseded, then destroy.
<p><u>Maps - Route Designation</u></p> <p>Documents route designations, road changes, and road classifications (federal, state or local) within a District. Retained as reference for projects, contractors, and other VDOT staff.</p>	2156	Retain until superseded, then destroy.
<p><u>Maps - Scenic Roads</u></p> <p>Documents update requests considered and adopted for the State's Scenic Road Map. The Map is updated every two years and involves coordination with other state agencies and Public Affairs Division prior to finalization and printing.</p>	2221	Retain for two (2) years, then destroy.
<p><u>Maps - Topographical (USGS)</u></p> <p>Maps that depict detailed geological structures/items within local areas and regions as well as buildings, routes, streets, bridges, etc. Farms, industrial sites, residential areas and other significant points are identified on the maps. Used during project field inspections to verify information.</p>	2201	Retain until superseded, then destroy.
<p><u>Mitigation - Wetland Bank Program</u></p> <p>Documents the process for establishing individual mitigation bank agreements including their use and operation. Mitigation banking is defined as wetland restoration, creation, enhancement, and in exceptional circumstances, preservation undertaken expressly for the purpose of compensating for unavoidable wetland losses during construction. Includes a database documenting account balances and actions taken.</p>	2234	Retain permanently within VDOT.

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<u>Mitigation - Wetland Indicator List</u> Documents plant species information for the northeast region. Used by field personnel to determine the identity of either a wetland or upland plant. The Wetland Indicator List is developed and updated specifically for VDOT using other outside resources from the Internet. Information is incorporated into ALLAS.	2241	Retain until superseded, then destroy.
<u>Mitigation - Wetland Plant List</u> Documents plants specified for use at wetland mitigation sites because they are well-suited for the area. Used for reference by the Districts. Information includes specifications such as size, type and identification number.	2242	Retain until superseded, then destroy.
<u>Mitigation - Wetland Site Files</u> Documents information on wetland sites that are created to replace sites impacted by a project. This could be a site (part of a road-way project) or a special project. This information relates to the Permit File but is maintained separately. Sites are monitored annually. Includes a database documenting the project number, county, site size, and data monitored.	2236	Retain permanently within VDOT.
<u>Mitigation - Wetland Sites (GIS)</u> Documents information accumulated for the Geographical Information System (GIS). The GIS will locate additional wetland sites and banks used for studies and analysis when obtaining permits. Some information can be downloaded from a base station to provide pictures and links to word processing and spreadsheet applications. The GIS is used as an evaluation tool and screening aid for locating other sites.	2244	Retain until superseded, then destroy.
<u>NEPA Document Files</u> Documents VDOT's investigations of the environmental impact of construction projects under the National Environmental Policy Act (NEPA). The investigations determine the impact that a project may have on natural and human environment.	2188	Retain for ten (10) years after completion of the project, then destroy.

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<u>Noise Abatement Committee</u> Documents committee activities and Chief Engineer review and approval of noise abatement projects in Virginia. Includes meeting minutes, notes, and supporting materials.	2299	Retain for as long as administratively useful, then destroy.
<u>Noise Abatement Feasibility Studies</u> Documents the research and analysis conducted for federal highway/roadway noise abatement projects. Information is received from L&D and Traffic Engineering for a proposed project and reviewed for potential noise barrier sites. Noise barriers are designed based on the research and analysis conducted for the noise report. Once the design is completed, the Noise Abatement Committee forwards recommendations to the Chief Engineer for approval. These noise studies are also referred to as "project files". Includes information used to support the study.	2291	Retain for five (5) years after project is completed, then destroy.
<u>Noise Abatement Plans</u> Documents the final design plans for noise barriers. Plans are developed using information from L&D and conform to the appropriate laws and regulations. Used to support construction of reasonable and feasible sound barriers as required by NEPA and the State Noise Abatement Policy.	2293	Retain for five (5) years after project is completed, then destroy.
<u>Noise Abatement Policies</u> Documents the development of VDOT's noise abatement policies under 23 CFR, Part 772 (Procedures for Abatement of Highway Traffic Noise and Construction Noise). Contains correspondence with the FHWA concerning clarification and revisions of regulations.	2290	Retain permanently within VDOT.
<u>Noise Barrier - Photographs</u> Visual documentation of barrier designs constructed by VDOT. Photographs are used to document final construction and any problems that may arise, such as leaching or vegetation growth. Used as reference when designing new noise barriers or for use in public meetings.	2315	Retain for as long as administratively useful, then destroy.

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<u>Noise Barrier - Public Response</u> Documents public response and comments from affected homeowners regarding proposed noise barrier plans. Includes correspondence with affected homeowners.	2310	Retain for five (5) years after project is completed, then destroy.
<u>Noise Barrier Inventory</u> Database that lists all existing noise barriers in the Commonwealth of Virginia.	2312	Retain until no longer administratively useful, then destroy.
<u>Noise Barrier Review Committee - Approved</u> Documents the review of proposed sound barrier material proposals from vendors. Materials must conform to VDOT and FHWA rules and regulations. Includes approved proposals.	2313	Retain permanently within VDOT.
<u>Noise Barrier Review Committee - Not Approved</u> Documents sound barrier material proposals received for review from vendors and not approved. Proposals are reviewed by representatives from other VDOT organizations.	2314	Retain for five (5) years after last activity, then destroy.
<u>Noise Studies</u> Documents noise studies for primary and secondary interstate projects. Once the analysis and final design are completed, abatement can be considered based on the design and location of the barrier.	2304	Retain for five (5) years after project is completed, then destroy.
<u>Permits - Environmental</u> Documents the process and requirements for obtaining construction permits on wetlands or other bodies of water. Tracks permit clearances.	2246	Retain permanently within VDOT.

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<u>Permits - Land Use/Temporary Signs</u> Documents the approval process for allowing the installation of temporary signs along the right of way.	2170	Retain for one (1) year after permit expires, then destroy.
<u>Permits - Ledgers</u> Documents the receipt of fees for permits, permit renewals, licenses, or any monies received for services or applications and is used to verify receipt of funds.	2171	Retain for three (3) years, then destroy.
<u>Permits - Outdoor Advertising Signs</u> Documents the outdoor advertising sign permit process. All outdoor advertising signs are required to have a permit to comply with the Code of Virginia.	2157	Retain for one (1) year after permit expires, then destroy.
<u>Photographs - Archeological/Architectural Sites</u> Documents photographs of archeologically and architecturally significant sites that are located within the scope of a VDOT project. Used as support for site/field inspections and impact studies.	2200	Retain for as long as administratively useful, then transfer to the Library of Virginia.
<u>Product Review Files</u> Provides descriptions and samples of manufacturer's products used in landscaping operations. Product literature, correspondence, product samples and test results are used as reference to answer questions from the Districts, other staff, manufacturers and labs.	2181	Retain until superseded, then destroy.
<u>Project Design Plans</u> Documents project design plans sent from Location and Design and Structure and Bridge Divisions for review and analysis of potential environmental issues. Used for reference.	2213	Retain for as long as administratively useful, then destroy.

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<u>Project File - Enhancement Program</u> Documents technical assistance provided by VDOT to localities and civil organizations during project development for enhancement projects authorized under ISTEA.	2197	Retain for three (3) years, then destroy.
<u>Project File - Environmental</u> Documents work conducted by Environmental Division during the preliminary and construction phases of a road project. File tracks the identification, containment, and clean-up of environmental issues related to individual projects (construction, maintenance, SAAP, etc.). This file excludes due diligence records which are maintained in separate files (see RS #2194).	2955	Retain for five (5) years after project is completed, then destroy.
<u>Project File - Land Use Due Diligence</u> Documents research conducted by Environmental Division of prior ownership and land usage, and identifies potential hazardous waste sites and underground storage tanks (UST) prior to purchase of right of way. Used to make decisions about purchase, abatement costs, project costs, scheduling and deadline projections. This file is a component part of the Environmental project file. The record copy is retained permanently in the Districts.	2194	Retain for as long as administratively useful, then destroy.
<u>Project File - Landscape Design</u> Documents design process of drawings and plans completed on CADD or in hard copy. Includes design changes and updates.	2223	Retain until landscape area is redesigned, then destroy.
<u>Project File - SERP Program</u> Documents the performance of the State Environmental Review Process (SERP) program through statistical data, accomplishments, and improvements relating to the program. File includes the annual SERP report and responses from state agencies regarding environmental concerns associated with state-funded projects.	2198	Retain permanently within VDOT.

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<u>Public Springs File</u> Documents inquiries received from the public concerning the safe consumption of water from public springs. Also, documents actions taken by VDOT to provide information and answers.	2182	Retain until closure of the public spring, then destroy.
<u>Record of Decision (ROD) File</u> Documents decisions made by lead federal agency for each VDOT project processed as an Environmental Impact Statement (EIS). Decisions summarize mitigation and document 4(f) approvals and location decisions. No further project approvals may be authorized until a ROD is signed.	2189	Retain permanently within VDOT.
<u>Roadside Management Program</u> Documents actions regarding the roadside management program, including the management of contracts with consultants (usually universities) to do research on seeding, fertilizers, pesticides and the wildflower program.	2220	Retain permanently within VDOT.
<u>Route Changes File</u> Documents the changes to routes on maps and plans from the last set distributed.	2175	Retain for five (5) years after project is completed, then destroy.
<u>Scenic River Coordination Files</u> Documents coordination and activities related to the Scenic Rivers program with the Department of Conservation and Recreation. Ensures that the river meets the scenic requirements/criteria and that the river will not impact improvements to future roads or bridges.	2224	Retain until superseded, then destroy.
<u>Short Range Schedules - Delinquent Projects</u> A spreadsheet that documents short range project schedules. Used to ensure projects are advertised on-time.	2209	Retain for two (2) years or until superseded, then destroy.

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<u>Signs, Non-Conforming - Annual Federal Report</u> Annual report submitted to the Federal Highway Administration (FHWA) that summarizes data collected on outdoor advertising signs during the federal fiscal year (October-September). Includes location, owner or business name, size, description, and general repairs.	2153	Retain for three (3) years, then destroy.
<u>Signs, Non-Conforming - FHWA Program File</u> Documents funds received by VDOT from the Federal Highway Administration (FHWA) for the purchase and removal of non-conforming signs.	2179	Retain for three (3) years after sign is removed, then destroy.
<u>Signs, Non-Conforming - Inventory Log</u> Database printouts documenting the process for tracking and monitoring non-conforming outdoor advertising sign changes or removals. Used to report to the FHWA Bonus Program (see RS #2179). Includes sign location, type, costs, and owners. Also used for reference when the electronic log (spreadsheet) cannot be accessed.	2320	Retain for as long as administratively useful, then destroy.
<u>Signs, Non-Conforming - Monthly Report</u> Documents monthly report for the removal of non-conforming signs in the Districts by VDOT or its contractors.	2169	Retain for three (3) years after last report, then destroy.
<u>Signs, Non-Conforming - Photographs</u> Documents photographs of all erected signs that do not comply with the 1965 Beautification Act. Documents original sign's condition and appearance. Used to detect any changes made to a sign.	2166	Retain for as long as administratively useful, then destroy.

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<u>Signs, Non-Conforming - Road Drawings</u> Documents color-coded road drawings (36X24) that show whether a bonus from FHWA was received. Drawings list the percentages of costs and bonuses received from the FHWA Bonus Program. Used to coordinate with Fiscal Division to determine the amount spent on a project. (See RS# 2215)	2214	Retain for as long as program exists, then destroy.
<u>Signs, Non-Conforming - Sign Removal Program Files</u> Documents the purchase and removal of non-conforming signs by VDOT and is used to report to the FHWA Bonus Program. See also RS# 2179. Files contain information on the location, type, ownership and purchase cost of non-conforming signs purchased by VDOT.	2215	Retain for three (3) years after sign is removed, then destroy.
<u>Signs, Outdoor Advertising - Change List</u> Documents updates or data changes made concerning sign owners or property owners. Includes changes to name, address and telephone numbers. Updated list is sent to the District Offices to update their files.	2154	Retain until superseded, then destroy.
<u>Signs, Outdoor Advertising - Correspondence</u> Documents communication between Environmental Division and property/sign owners concerning outdoor advertising signs.	2167	Retain for three (3) years, then destroy.
<u>Signs, Outdoor Advertising - Fees Log</u> Log shows money received or collected by the Outdoor Advertising Section for sign permits. Used to verify fee payments and as reference for inquiries.	2161	Retain for three (3) years, then destroy.

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<u>Signs, Outdoor Advertising - Inspection Sheets</u> Documents the inspection and verification of licensed outdoor advertising signs and the identification and location of illegal signs in the districts.	2155	Retain until superseded or obsolete, then destroy.
<u>Signs, Outdoor Advertising - Licenses</u> Documents outdoor advertising businesses that have obtained a license and have renewed it annually.	2177	Retain for three (3) years after expiration, then destroy.
<u>Signs, Outdoor Advertising - Pending Files</u> Documents violations committed by sign owners discovered during the inspection and verification of outdoor advertising signs in the District.	2159	Retain for one (1) year after violation is corrected, then destroy.
<u>Signs, Outdoor Advertising - Permit Renewals</u> Documents the annual permit renewal process. District staff notifies the sign owners that renewal fees are due in January. All permits expire December 31.	2158	Retain for three (3) years after notification, then destroy.
<u>Signs, Outdoor Advertising - Report of Monies Collected (OA-3)</u> Documents the receipt of permit fees for new permits and permit renewals.	2160	Retain for three (3) years, then destroy.
<u>Signs, Outdoor Advertising - Sign Log</u> Log contains current data about all advertising signs and route and historical markers in the Districts. Used to compare information collected on sign inspections for possible violations (see RS #2155).	2162	Retain until superseded or obsolete, then destroy.

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<u>Signs, Outdoor Advertising - Sign Removal</u> Documents all signs for which permit renewal fees were not received. Used by District Offices to identify signs for removal. File includes the sign removal notification letter and the sign removal invoice charged to the sign owner.	2168	Retain for three (3) years or until audit is completed, whichever is longer, then destroy.
<u>Storm Water Management & Erosion Control Files</u> Documents the annual development of Storm Water Management and Erosion Control regulations and specifications by the Environmental Division. Also, documents the submission of these documents to the Department of Conservation and Recreation (DCR) for approval.	2184	Retain permanently within VDOT.
<u>Storm Water Management & Erosion Control Problem File</u> Documents failure of contractors to comply with approved Storm Water Management and Erosion Control regulations and specifications during a construction project. Also, documents VDOT's actions taken to correct or notify contractors of violations. The information is used to monitor and ensure contractors follow approved regulations and specifications.	2185	Retain for three (3) years after resolution or closure, then destroy.
<u>Survey Reports - Fish/Mussel</u> Reports created by consultants for VDOT that record the various fish and mussel species located within the scope of a VDOT project. Used as support material for permit applications. Consists of survey reports and other related information on fish and mussels. Contains aerial photographs, topo maps and correspondence.	2251	Retain permanently within VDOT.
<u>Training - Landscape and Environmental Operations</u> Documents course development, coordination, and presentation of training for Environmental Division staff on landscape and environmental operations.	2227	Retain until superseded, then destroy.

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<u>Training - Pesticide Certification</u> Documents the training and recertification programs for commercial pesticide applicators and registered technicians provided to VDOT employees. Training courses are developed and presented in accordance with minimum requirements established by the Virginia Department of Agriculture and Consumer Services.	2218	Retain until superseded, then destroy.
<u>Training Slides - Landscape and Environmental Subjects</u> Documents a collection of photographic slides made by staff members which are used for in-house training presentations and presentations to garden clubs and civic organizations.	2222	Retain until superseded, then destroy.
<u>Tree Trimming List</u> Documents the names of companies and proof of experience for cutting and trimming trees on the right of way. The companies must have at least two years experience.	2225	Retain until superseded, then destroy.
<u>Underground Storage Tanks</u> Documents the identification, analysis, clean-up, removal, or system upgrades of underground storage tanks (UST) located on state property.	2953	Retain for three (3) years after permanent closure of site, then destroy.
<u>Virginia CalTran (VCAL) Program</u> Documents VDOT's VCAL program for developing consistent statistical data for air quality analyses. Includes software, system documentation, and reports used to generate air quality analyses for VDOT projects.	2308	Retain until obsolete or superseded, then destroy.

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Vouchers - Renewal Refund

2173 Retain for three (3) years or until audit is completed, whichever is longer, then destroy.

Documents sign owner credits and the refund process for overpayments by sign owners utilizing a completed Form DA-02-181. The form is sent to Fiscal Division and a refund check is prepared and sent to the sign owner.

